



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2		
3	<i>Job Classification</i>	FORENSIC PHOTOGRAPHER
4	<i>Posting Number</i>	PN #110235
5	<i>Department</i>	HOUSTON POLICE
6	<i>Division</i>	IDENTIFICATION
7	<i>Section</i>	N/A
8	<i>Reporting Location</i>	1200 TRAVIS, 25 TH FLOOR*
	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 7:00 A.M. – 3:00 P.M.*
		*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Color machine printing, black and white and color video prints. Photographing City functions. Documenting police and other City division’s activities. Making computer photo spreads by taking different photos and match to make a suitable photo spread. Filling out worksheets and making work orders properly. Assisting police as well as other City employees by issuing supplies as well as technical advice. Routine aerial photography.
- 10

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.
- 11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate’s degree in Photography or a directly related field.
- 12

MINIMUM EXPERIENCE REQUIREMENTS

One year of continuous, full-time experience of photographing scenes, individuals, groups of people and still life images is required. Continuous, full-time professional photography may be substituted for the education requirement on a year-for-year basis.
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MINIMUM LICENSE REQUIREMENTS

None.
- 14

PREFERENCES

None.
- 15

SELECTION/SKILLS TESTS REQUIRED

None.
- 16

SAFETY IMPACT POSITION

X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 14

\$861.00 - \$1,210.00 Biweekly \$22,386.00 - \$31,460.00 Annually
- 18

OPENING DATE

May 3, 2006
- 19

CLOSING DATE

May 9, 2006
- 20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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